

# Budget Augmentation Appeal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Department/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally request an augmentation of the budget for [specific project or department] for the fiscal year [insert year]. Due to [briefly explain the reasons, such as unexpected costs, increased demand, etc.], our current budget is insufficient to meet the necessary requirements.

We believe that an additional amount of [insert amount] will enable us to [describe how the funds will be used and the expected outcomes]. This augmentation will not only help in [mention any specific goals or objectives] but also ensure that we maintain the standards expected of our department.

I kindly request a meeting to discuss this matter further and explore potential solutions that could be implemented. Thank you for considering our appeal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Department/Organization]

[Your Contact Information]